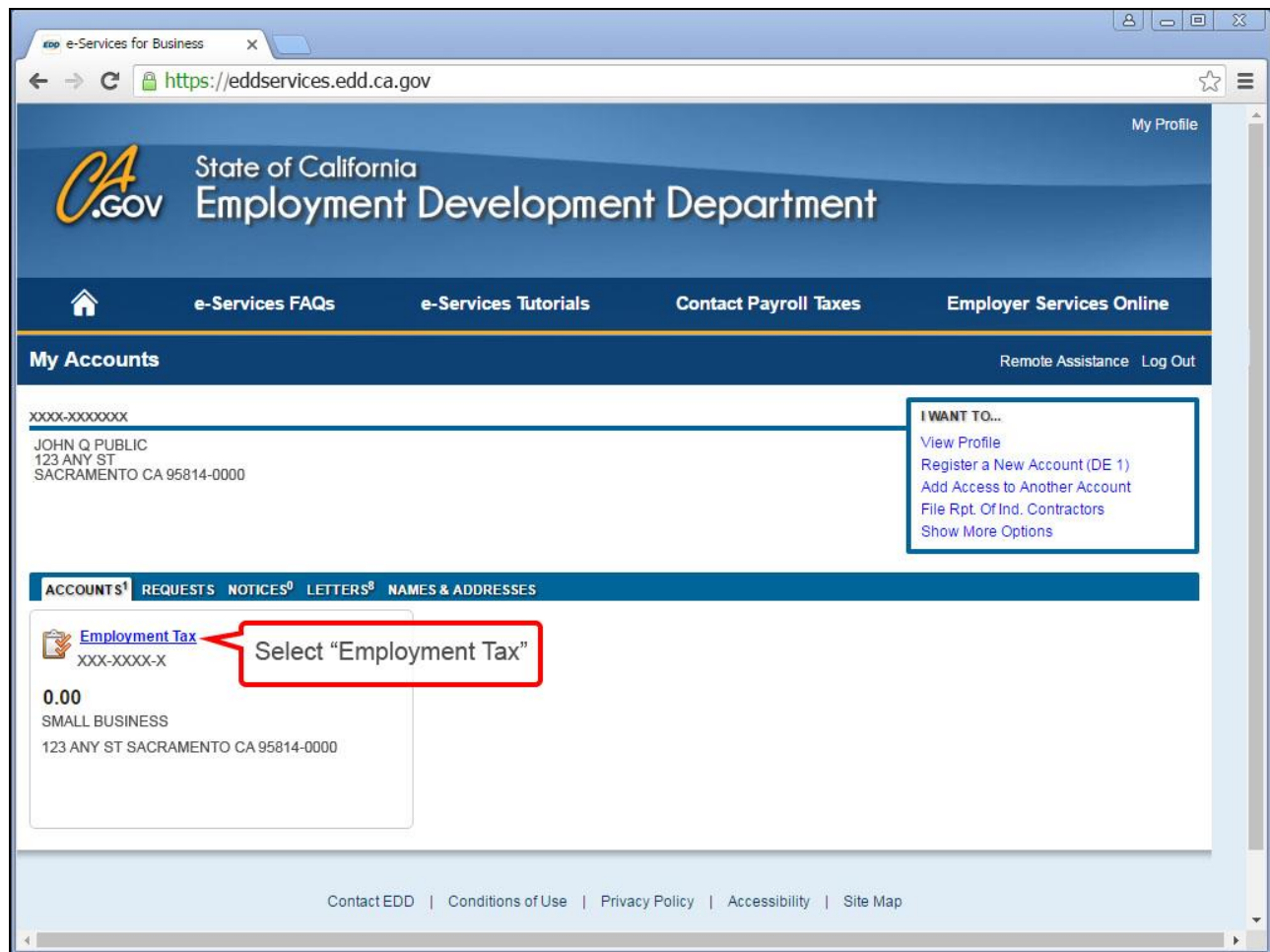



I Want to Get My UI Rate or Update Account Information

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to retrieve your Unemployment Insurance (UI) tax rate and update your account information.



Slide notes

We will begin at the e-Services for Business home page. From here you will select the “Employment Tax” hyperlink.

The screenshot shows the EDD e-Services for Business interface. At the top, the browser address bar displays <https://eddservices.edd.ca.gov>. The header includes the CA.Gov logo and the text 'State of California Employment Development Department'. Navigation links include 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The user is logged in as 'Account: XXX-XXXX-X' with links for 'Remote Assistance' and 'Log Out'.

Under 'EMPLOYMENT TAX XXX-XXXX-X', the business details are listed: 'SMALL BUSINESS', '123 ANY ST', 'SACRAMENTO CA 95814-0000'. A red box highlights the 'Show More Options' link in the 'I WANT TO...' menu, which also includes 'Make a Payment', 'File or Adjust a Return', 'View My Payments', and 'Update Account'.

The 'ATTENTION NEEDED' section shows a table with the following data:

Period	Return Status	Balance	Messages
31-Mar-2016	Multiple Returns	0.00	File Return

At the bottom, there are links for 'Contact EDD', 'Conditions of Use', 'Privacy Policy', 'Accessibility', and 'Site Map', along with a copyright notice for 2016 State of California.

Slide notes

Now we are at the Account home page. To get your UI Rate, select “Show More Options” under the “I Want To...” menu.

State of California
Employment Development Department

My Accounts » Account: XXX-XXXX-X

EMPLOYMENT TAX XXX-XXXX-X

SMALL BUSINESS
123 ANY ST
SACRAMENTO CA 95814-0000

PERIODS REQUESTS ACTIVITY NOTICES⁰ LETTERS⁸ NAMES & ADDRESSES

Attention Needed¹ Last 3 Years All

ATTENTION NEEDED

Period	Return Status		Balance	Messages
31-Mar-2016	Multiple Returns	Return List Pay	0.00	File Return

I WANT TO...

- Make a Payment
- File or Adjust a Return
- View My Payments
- Update Account
- Show More Options
- Close Account
- Get My UI Rate
- File Report of New Employee(s)
- File Rpt. of Ind. Contractors
- Penalty Waiver Request
- Power of Attorney
- Sole Shareholder Exclusion
- Transfer of Reserve Account

Select "Get My UI Rate"

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Slide notes

Then select "Get My UI Rate."

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Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account XXX-XXXX-X » My UI Rate Remote Assistance Log Out

Tax Rates for Previous Three Years

Account ID	From	To	UI Rate	ETT Rate
XXX-XXXX-X	01-Jan-2016	31-Dec-2016	6.20	0.00
XXX-XXXX-X	01-Jan-2015	31-Dec-2015	6.20	0.00
XXX-XXXX-X	01-Jan-2014	31-Dec-2014	6.20	0.00

3 Rows

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Slide notes

This screen shows you your current tax rate and the tax rate from the last two years.

When you are done viewing your tax rates, you can select the “My Accounts” hyperlink to go back to the e-Services for Business home page or the “Account ID” hyperlink to go back to the Account home page.

State of California
Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » **Account: XXX-XXXX-X** Remote Assistance Log Out

EMPLOYMENT TAX XXX-XXXX-X

SMALL BUSINESS
123 ANY ST
SACRAMENTO CA 95814-0000

Select "Update Account"

I WANT TO...

- Make a Payment
- File or Adjust a Return
- View My Payments
- Update Account
- Show More Options

PERIODS REQUESTS ACTIVITY NOTICES⁰ LETTERS⁸ NAMES & ADDRESSES

Attention Needed¹ Last 3 Years All

ATTENTION NEEDED Show Detail Filter

Period	Return Status		Balance	Messages
31-Mar-2016	Multiple Returns	Return List Pay	0.00	File Return

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Slide notes

Now we're at the Account home page. Select the "Update Account."

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Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account:XXX-XXXX-X » **Change Account Information** Remote Assistance Log Out

1. Change Information

Change Information

Update Account Information

Date of Change:
Enter the date the change was made.

Reason for Change:
Select the reason for the change.

Reason Explanation:
Enter the reason for the change.

Date of Change Required

Reason for Change Required

Reason Explanation Required

Cancel Previous Next

Slide notes

This is the Update Account Information page. This page can be used to change the business entity type, business name or DBA, FEIN number, legal business name, a personal name associated with the business, or responsible parties for the business.

State of California
Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account:XXX-XXXX-X » **Change Account Information** Remote Assistance Log Out

1. Change Information

Change Information

Update Account Information

Date of Change:
Enter the date the change was made.

Reason for Change:
Select the reason for the change.

Reason Explanation:
Enter the reason for the change.

Date of Change

Reason for Change

Reason Explanation

Business Entity Change
Business Name or DBA Change
FEIN Change
Legal Business Name Change
Personal Name Change
Responsible Parties Change

Required

Required

Cancel Previous Next

Slide notes

This page can be used to change the business entity type, business name or DBA, FEIN number, legal business name, a personal name associated with the business, or responsible parties for the business. In this tutorial, we are going to select "Business Name or DBA Change."

e-Services for Business X

← → ↻ <https://eddservices.edd.ca.gov> ☆ ☰

CA.Gov State of California Employment Development Department My Profile

Home e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account:XXX-XXXX-X » Change Account Information Remote Assistance Log Out

1. Change Information

Change Information

Update Account Information

Date of Change: Enter the date the change was made.	Date of Change	<input type="text" value="Required"/>
Reason for Change: Select the reason for the change.	Reason for Change	<input type="text" value="Required"/>
Reason Explanation: Enter the reason for the change.	Reason Explanation	<input type="text" value="Required"/>

Cancel Previous Next

Slide notes

First, enter the date of the change.

State of California
Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account:XXX-XXXX-X » Change Account Information Remote Assistance Log Out

1. Change Information

Change Information

Update Account Information

Date of Change: Enter the date the change was made. Date of Change

Reason for Change: Select the reason for the change. Reason for Change

Reason Explanation: Enter the reason for the change. Reason Explanation

Business Entity Change
Business Name or DBA Change
FEIN Change
Legal Business Name Change
Personal Name Change
Responsible Parties Change

Required

Required

Cancel Previous Next

Slide notes

Then select "Business Name or DBA Change."

The screenshot shows the EDD e-Services for Business portal. The browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the CA.Gov logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area is titled "Change Account Information" and includes a "1. Change Information" tab. The "Update Account Information" section contains the following fields:

- Date of Change:** Enter the date the change was made. (Field value: 06-Apr-2016)
- Reason for Change:** Select the reason for the change. (Dropdown menu: Business Name or DBA Change)
- Reason Explanation:** Enter the reason for the change. (Text area)

A red box highlights the "Reason Explanation" field and a "Select Next" button. The "Next" button is also highlighted with a red box and a yellow tooltip.

Slide notes

Next, enter the reason for requesting the name change. When you have completed the required fields, select "Next."

State of California
Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account: XXX-XXXX-X » Change Account Information Remote Assistance Log Out

1. Change Information 2. Name Information

Name Information

Update Account Information

Legal Name:
Enter your new legal name or update your existing legal name.

DBA Name:
Enter your new Doing Business As (DBA) name or update your existing DBA.

Legal Name

DBA Name

Select "Next"

Cancel Previous Next

Slide notes

Enter your new legal name. If the legal name has not changed, enter the existing legal name. Enter your new DBA name. When you have completed the required fields, select "Next."

e-Services for Business X

← → ↻ <https://eddservices.edd.ca.gov> ☆ ☰

My Profile

CA.Gov State of California
Employment Development Department

Home e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account:XXX-XXXX-X » **Change Account Information** Remote Assistance Log Out

1. Change Information 2. Name Information 3. Address Information

Address Information

Update Account Information

Current Location Address:
Enter your current physical location address, city, state, and ZIP code.

Current Location Address

Country Required

Street Required

Unit

City Required

State / ZIP Code Required

Mailing Address:
Select "Yes" if your mailing address is the same as your location address. Select "No" if your mailing address is different and enter your current mailing address.

Mailing Address
Is your mailing address the same as your location address?

Slide notes

This page is for you to provide the EDD with your current location address.

e-Services for Business

https://eddservices.edd.ca.gov

My Profile

CA.Gov State of California Employment Development Department

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account: XXX-XXXX-X » Change Account Information Remote Assistance Log Out

1. Change Information 2. Name Information 3. Address Information

Address Information

Update Account Information

Current Location Address:
Enter your current physical location address, city, state, and ZIP code.

Current Location Address

Country: USA
Street: 123 ANY ST
Unit:
City: SACRAMENTO
State / ZIP Code: CALIFORNIA 95814

Mailing Address:
Select "Yes" if your mailing address is the same as your location address. Select "No" if your mailing address is different and enter your current mailing address.

Mailing Address
Is your mailing address the same as your location address?

Required

Select "Submit"

Cancel Previous Submit

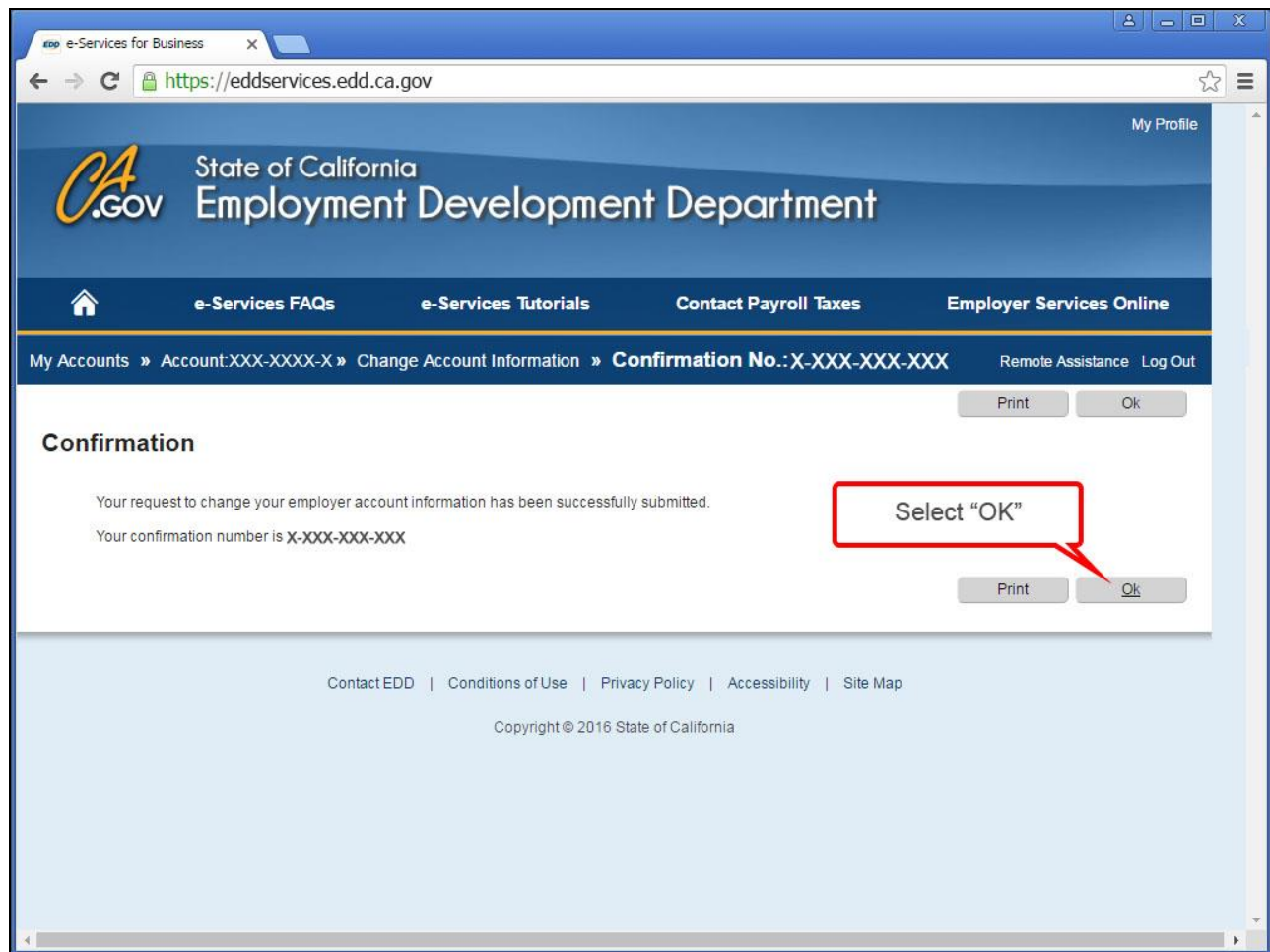
Slide notes

Once you've completed the required fields, choose "Yes" or "No" to verify that your mailing address is the same as your location address. For this tutorial, we are going to leave the choice marked, "Yes." Select "Submit" to submit your request to update account information.

The screenshot shows the EDD e-Services for Business portal. The browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the CA.Gov logo and the text 'State of California Employment Development Department'. The navigation bar contains links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The main content area shows the 'Change Account Information' section, with a progress bar indicating the current step is '3. Address Information'. A modal dialog box is open, asking 'Are you sure you want to submit this request?' with 'Ok' and 'Cancel' buttons. A red box highlights the 'Ok' button with the text 'Select "OK"'. The background form shows fields for 'Current Location Address' and 'Mailing Address'.

Slide notes

Are you sure you want to submit this request? Select "OK" to continue.



Slide notes

This is the confirmation page telling you that your request to change the employer account information has been submitted. Select "OK" to return to the Account home page.



Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to get your UI rate and submit a request to update your account information. Be sure to view our other tutorials demonstrating how to file a tax return, make a payment, and the many other actions available in e-Services for Business. Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.